

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC HEARING AND PUBLIC MEETING
Date: August 26, 2013
Time: 4:00
Location: Oshtemo Community Room

TRUSTEE ROLL CALL:

Present: Robert Brown, Fenner Brown (late), Bruce Caple, Lisa Godfrey, James Vander Roest, Cheryl TenBrink, and Valerie Wright.

Absent: None

CALL TO ORDER:

President TenBrink called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS
None.

II. PERSONS REQUESTING TO ADDRESS THE BOARD
Ayshhyah Khazad, 710 Collins St., Apt. 1202, addressed the Board concerning the level of noise at Central Library. He said he had previously raised this issue and over the last 20-30 years, Central Library had become progressively noisier. This was partially the result of mothers who bring their crying children to the library and loud cellphone conversations. He said he had suggested mothers with crying children be referred to the Children's Room to use the computers but this suggestion had not been adopted because the library wanted to reserve these computers for children. A. Khazad told the Board he had talked with D. Cooney about this issue who suggested having an enclosed, soundproof room with computers in the library reserved for mothers with crying children or individuals who choose to talk loudly on the cell phones.

Trustees thanked A. Khazad for his comments.

III. CONSENT CALENDAR

A. Minutes of the Board Meeting of July 22, 2013

Discussion: J. VanderRoest mentioned a correction he had forwarded on to E. Cloyd. E. Cloyd said she had made the correction in the minutes to be signed by the Board Secretary and the third paragraph on page three of the minutes from July 22, 2013 now read, "should continue to be open during non-working hours to ensure *non-practitioners* who worked during the day still had access to its resources."

B. *Personnel Items*

- **Resignation**

Andrea Enyedi resigned from the Supervisory-Technical 3 FTE .75 Youth Outreach Coordinator position in Youth Services effective September 15, 2013. A. Enyedi began work at KPL in March 1997 as the Ready to Read Literacy Project Coordinator. A. Enyedi is pursuing classes at Western Michigan University.

(Trustee F. Brown arrived at 4:06 p.m.)

IV. FINANCIAL REPORTS

A. *Financial Reports for the Month Ending July 31, 2013*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending July 31, 2013.

Discussion: Director Rohrbaugh said the auditors had begun work at the library. She said the report was self-explanatory but she and D. Schiller would be happy to answer any questions.

MOTION: R. BROWN MOVED AND B. CAPLE SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JULY 31, 2013.

MOTION CARRIED 7-0.



V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. *MERS Delegates*

Recommendation: Director Rohrbaugh recommended approval of the appointment of Elysha Cloyd as the Officer Delegate and the certification of Steve Siebers as the Employee Delegate to serve at the 2013 Municipal Employees Retirement System (MERS) Annual Meeting.

Executive Summary: Beginning in 2004/2005, staff members have attended the annual MERS meeting. With so many KPL employees enrolled in MERS, the library has felt it important for KPL to participate in the system. In the past KPL has sent both an officer and employee delegate to attend the MERS annual meeting. The officer delegate must be appointed by official action of the Board to serve and the employee delegate must be elected by ballot and certified by either the chief administrative officer or a member of the governing body. Steve Siebers will serve as the employee delegate and Terry New will be the alternate officer delegate. The MERS Annual Meeting will take place October 1st-3rd in Acme, MI.

Discussion: Director Rohrbaugh said this was an annual duty of the Board. She told the Board E. Cloyd had volunteered to attend the conference to represent the non-union library employees and S. Siebers will represent the union library employees.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE APPOINTMENT OF ELYSHA CLOYD AS THE OFFICER DELEGATE AND THE CERTIFICATION OF STEVE SIEBERS AS THE EMPLOYEE DELEGATE TO SERVE AT THE 2013 MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS) ANNUAL MEETING.

MOTION CARRIED 7-0.



B. Increase in Staffing Table

Recommendation: Director Rohrbaugh recommended the .75 library assistant 3 position in Tech Services be increased to full-time with the additional .25 time assigned primarily to the circulation desk, effective September 1, 2013.

Executive Summary: The incumbent of this position previously worked in Patron Services in both Central Circulation and Branches. Since his voluntary transfer to a .75 position in Tech Services, he has frequently been called upon to substitute at the circulation desk, so often that he has been working at or near full-time in some pay periods.

With Circulation now part of Tech Services, it is logical to increase this position to full-time and reduce the substitute budget accordingly. The annual cost for this increase, with the accompanying reduction in the substitute budget, is approximately \$5,700.

This recommendation has been reviewed and is supported by the Personnel Committee.

Discussion: Director Rohrbaugh explained when C. Santiago-Lugo willingly transferred to the .75 FTE position in Tech Services, he became a go-to substitute as a result of his experience from working at the branches and Central circulation desk. She said he already had full benefits so the cost of increasing this position is attributed to a salary increase, not fringe benefits. Director Rohrbaugh said this recommendation had been reviewed and was supported by the Personnel Committee.

MOTION: V. WRIGHT MOVED AND F. BROWN SUPPORTED THE MOTION TO INCREASE THE .75 FTE LIBRARY ASSISTANT 3 POSITION IN TECH SERVICES TO FULL TIME EFFECTIVE SEPTEMBER 1, 2013.

MOTION CARRIED 7-0.



REPORTS:

C. Local History App – Beth Timmerman

Report: Director Rohrbaugh introduced B. Timmerman. B. Timmerman said Local History had been looking for an app for a while that would take the information the library had on its website and turn it into a walking tour of Kalamazoo. She said there were a number of apps which had turned up recently that allowed people to load their own information. KPL was also hoping to utilize an app which allowed the library to use its own brand. Staff chose Tagwhat as an app because it allowed KPL to have its own channel for Local History information, was easy to load information into, used the phone's built in GPS, and was inexpensive. Free apps are available for both iPhone and Android. B. Timmerman said an added bonus was an interactive map which can now be seen on the library's website.

B. Timmerman showed trustees the tags already entered into the app on the interactive map. She told Board members the library had a short term Public History intern over the summer dedicated to building up the information available through the app by linking tags to the library's website. She demonstrated how the interactive map worked, showing how patrons could click on tags to see some information and then be directed back to KPL's website for more information. When available, related information on KPL's website has also been linked to the tag. For example, B. Timmerman said a video recording of a program done on the Ladies Library

Association had been linked to the tag for the Ladies Library Association. J. VanderRoest asked if the library could link to other organizations websites through the tag. B. Timmerman said we could and most times the other organizations were already linked within the articles on the library's website.

B. Timmerman said all the cemeteries and rural schools KPL had information on were also tagged in the app. She next demonstrated the app on a phone for Board members explaining information would pop up on a person's phone as they came near locations that had been tagged. B. Timmerman showed what the library's channel looked like saying there were many other things that fed into Tagwhat. KPL's channel will allow patrons to limit the information they receive to that which is just available through KPL's website.

Discussion: V. Wright asked what patrons should search for if they were looking to download the app. B. Timmerman said they should look for Tagwhat.

Disposition: Trustees thanked B. Timmerman for her report.

D. Family Place Library – Sue Warner

Report: Director Rohrbaugh explained she, B. Caskey, N. Davis Smith and S. Warner had attended training for Family Place Libraries (FPL) in the spring and the library would be launching services in January. S. Warner said one of the things required as the library is moving forward with becoming a FPL is ensuring staff and Board members have the information they need to talk about the services offered. She said she would be talking about how the brain develops in very young children and what the library would be doing to support this growth. S. Warner said FPL is a framework for a philosophy of service to young children.

One of the foundational beliefs of FPL is the community as a whole bears some responsibility for helping families raise healthy children and the library as a community institution is a space that can support care by providing learning opportunities for very young children. Libraries are specifically good places for providing these learning opportunities because they are open so many hours compared with many other institutions. S. Warner said staff would be looking at the library space and making sure it was appropriate and better suited to families with very young children, collaborating with other local family serving organizations, integrating developmentally appropriate best practices to inform what staff do at the library, and providing programs that support brain development in young children as well as social.

S. Warner next talked about infant brain development. Intellectual capacity is not fixed at birth and is dependent on physical and emotional bonding. Touch is a baby's first method of communicating. Subsequent learning is built on early development. She said a baby was born with 100 billion neurons that have the capacity of developing trillions of synapses. PET scans have shown that the brain of a one year old more closely resembles that of an adult than a newborn. From newborn to one, great strides in brain development are made. S. Warner said newborn's brains were 25% wired, a one year olds' brain was 75% wired, and a three year olds' brain was 90% wired. She said it made sense, with this mind, when educators say a child's brain is almost completely developed by the time they start school at age five.

S. Warner explained a way to develop healthy brains in very young children is consistent, predictable, responsive care. In the training, they were taught babies need the ABCs – attention, bonding and communication with parents and caregivers. The library can provide

opportunities for communication and support attention and bonding. S. Warner said that she and the other three staff members that attended the FPL training received DVDs on infant brain development that any of the trustees could borrow and watch if they were interested.

S. Warner said babies learn by experiences and playing is the brain's favorite way of learning. The library's role is to create learning spaces, create community, and support parents. The parent-child workshop is one of the most important elements of FPL. The workshop builds on knowledge of early brain development, helps parents actively participate in their child's early development, shows parents that toys are learning tools and facilitates parents playing with their infants and toddlers. The name KPL will give these workshops is "1-2-3 Play with Me, a parent-child workshop". S. Warner played a short video from the FPL's website.

As KPL is preparing to become a FPL, S. Warner said construction would soon be underway to open up the storyroom and create a new activity room. The library had been purchasing new toys for the workshops taking place at Central and Oshtemo. The FPL staff at KPL have been continuing to attend webinars and complete surveys. K. Howard has been working with staff to create new webpages and F. Howe has done an interview with WMUK. B. Caskey and N. Davis Smith have been working on the specifics of the workshops and S. Warner has begun meeting with new potential community partners.

Discussion: V. Wright asked how many grants had been awarded for FPL. Director Rohrbaugh said about 25 had been awarded in this round but the program had been around since the late 1980s and there were around 300 sites nationwide. L. Godfrey asked if KPL would be sending more people for training within the next three years. S. Warner said not within this grant cycle. If KPL wanted to extend to more of its sites, more people may be sent for training but she said she was unsure if this would then be covered by the library's budget or further grant money. Director Rohrbaugh said staff had the idea to purchase some toys for the other locations but the grant was specifically for two sites and KPL could not call the other three locations "Family Place Libraries". S. Warner said the parent-child workshops would likely take place twice per year at each location. Each would be a five week session and they would be staggered during the school year. FPL recommends not doing the workshops during the summer. S. Warner said the workshop is limited to children birth to three years of age however older siblings up to age five can come as well. It may be a hardship during the summer for families that had children older than five to attend the workshops.

V. Wright asked how many families typically participated in each workshop. S. Warner said it was driven by space but FPL recommended between 15 and 20 families. She said the workshops were registration based. N. Davis Smith said the video of the workshop may have seemed unstructured but it was actually very structured in the way it was set up and labeled. S. Warner said as children come each week, the space is familiar and welcoming with the same setup and toys. What is not structured about the workshop is what the children decide to play with and how long they play with the toys. The workshop is self-directed by the children. N. Davis Smith said the resource person at each workshop rotates around and makes sure they talk with every parent or caregiver present.

B. Caple asked what drove the selection of the two sites for KPL. S. Warner said the selections were driven by the space available at the two sites. F. Howe added that it is explained to parents how each activity their child does at a workshop promotes brain development. F. Brown said he was surprised more money was not being funneled into this type of research. He

asked if KPL had thought about how they would document the success of the program long term. He asked if the individuals that participated in the program would be tracked at all so that parents could share results and the library would have statistics if wanting to approach new funding sources in the future. S. Warner said this was very complicated and the grant itself did not provide a model or framework for doing this. She said the hope was families that participated in workshops would continue to be library patrons and participate in other programs and services. S. Warner added part of the workshops would be promoting other library programs and services to families. The best way to do this is to form a personal relationship with the children. If staff can develop trusting, comfortable relationships with patrons they will be more likely to return for other types of programs.

Disposition: Trustees thanked S. Warner for her report.

E. Legislative Report – Diane Schiller

Report: D. Schiller said the legislature was still on break and, therefore, she had no report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—J. VanderRoest said there had been no meeting but he had talked with the auditors as they began their work.
- B. *Personnel Committee*—V. Wright said the committee had met to review the personnel recommendation above and to review a draft of a policy that would be coming to the Board for approval at a future meeting.
- C. *Fund Development and Allocations Committee*—no meeting.
- D. *Director’s Building Advisory Committee*—Director Rohrbaugh said the committee had not met but she had an update on the building project. Work on the first floor had begun in CAMP and the Circulation offices. The new walls were built and changes to the HVAC system were being finished up. Staff had been moving materials on the second floor in the Local History Room preparing for construction to begin there. With summer coming to an end and good progress made in the other areas, construction in the Children’s Room would begin soon.

VII. OTHER BUSINESS

A. Director’s Report

Report: Director Rohrbaugh began by mentioning a couple items that were not written in the Director’s Report. She said L. Godfrey and F. Howe had attended the community meeting on the Douglass Community Association and generally people were optimistic for the short term and hopeful for the long term. President TenBrink had volunteered for the work day at the Douglass helping clean up the outside of the building, make small repairs, and work on landscaping. Director Rohrbaugh said there was a great article in the paper about this event which many people volunteered for saying the library remained cautiously optimistic.

Director Rohrbaugh said the second item was M. Cockrell and C. Hoag had attended the recent Kalamazoo County Commission Meeting at which time the Law Library Contract was approved. She said C. Hoag had answered questions and a nice article had been written on MLive.

Director Rohrbaugh drew attention to item two, the revised Organizational Chart saying the names decided upon for the two departments were simple and descriptive. She also mentioned item three saying she and other staff had paused to think about whether the Spelling Bee should be held this year. It was decided to not take a year off of this high visibility event and E. Cloyd would be taking over the main portion of the planning for this year. Director Rohrbaugh also mentioned item thirteen. She said this change has been very well received thus far.

Discussion: J. VanderRoest asked what Code Adam was. T. New said Code Adam was a common practice in federal buildings and retail when a child is lost in the building. The question of what is done when a child is lost in the facilities arose during the revisions to the Child Safety Policy. F. Howe had brought Code Adam up as something the library may want to institute, S. Warner completed some research and T. New helped adapt the practice to KPL. She said the library had already experienced a Code Adam and staff had an excellent response.

L. Godfrey said she was intrigued by item eight and that 350 people would attend a program about a pet pig. N. Davis Smith said the pig loved the attention. C. TenBrink said the following week, N. Davis Smith had hosted ferrets at the Oshtemo Branch. N. Davis Smith said this was true and 130 people had attended this program. F. Brown asked about item nine wondering how usage had been on the new iMacs. K. King said the library has been tracking how much they are being used, though does not have information on specifically what programs are being used.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey mentioned she had attended the meeting for the Douglass Community Association and thought all the members of the community who should have been there were present. Overall, she said representatives from the Douglass did not go into much detail about the past problems of the organization, which she thought was good, and there was a positive feel in the room concerning the current situation. L. Godfrey said the article in the Kalamazoo Gazette did a good job covering the event. She said there was a panel and each person on the panel talked specifically about one area of the Douglass's service profile.

B. Caple asked if L. Godfrey thought there was confidence from across the city in the current leadership at the Douglass Community Association. L. Godfrey said the current interim director had only been in the position for a few months and thought she was specifically chosen because of her background and the confidence people within the community had in her.

- V. Wright said she was very happy to be invited to the literacy breakfast with Walter Dean Myers. She said she not only enjoyed hearing him speak but catching up with staff members as well.
- F. Brown said his RotarAct Club had recently met at the Ladies Library Association and was happy to see the progress made on the construction. He also said WMU had recently experienced its second wave of incoming international students for the fall semester and that he was steering these students in the way of the library.

- J. VanderRoest said he had talked with C. Hoag about the Kalamazoo County Commission meeting and signing of the Law Library contract. He told Board members this was one of the best examples of intergovernmental cooperation in the county and he wished it was more visible. L. Godfrey said the Kalamazoo Bar Association published a monthly newsletter which C. Hoag had a column which updated readers on the happenings of the Law Library. J. VanderRoest said the Law Library is so much more accessible at KPL than it used to be. Director Rohrbaugh said it may be time to publish an article in LINK about the Law Library. Lastly, J. VanderRoest said he was sorry to have missed the Walter Dean Myers brunch.
- President TenBrink said she also enjoyed the Walter Dean Myers brunch. She said she attended the rollout of the new Head Start Program for this year. She said the new superintendent from KRESA was introduced and following some questions and answers S. Warner spoke about KPL's designation as a Family Place Library. Lastly, she invited Trustees to consider whether they were interested in attending MLA in October or PLA in March.
- B. Caple said he recently read both Reading Together books and he thought the pair was a brilliant selection. He recommended anyone read them that had not yet and said they were touching on a subject matter that was of critical importance in our society.

X. EXECUTIVE SESSION

President TenBrink asked for a motion to move to an executive session to hear an appeal from a banned patron (2013-1).

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO MOVE INTO AN EXECUTIVE SESSION TO HEAR AN APPEAL FROM A BANNED PATRON (2013-1).

Roll Call Vote: J. Vander Roest—yes; R. Brown—yes; F. Brown—yes; B. Caple—yes; V. Wright—yes; L. Godfrey—yes ; C. TenBrink—yes.

MOTION CARRIED 7-0. 

Trustees moved to an executive session at 5:11 p.m.

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: J. Vander Roest—yes; R. Brown—yes; F. Brown—yes; B. Caple—yes; V. Wright—yes; L. Godfrey—yes ; C. TenBrink—yes.

MOTION CARRIED 7-0. 

Trustees moved to open session at 5:35 p.m.

MOTION: B. CAPLE MOVED AND R. BROWN SUPPORTED A MOTION TO UPHOLD THE PATRON 2013-1'S BANNING.

MOTION CARRIED 7-0. 

XI. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:37 p.m.

X _____
Fenner Brown
Secretary